



DEPARTMENT OF THE NAVY  
NAVAL AND MARINE CORPS RESERVE CENTER  
NAVAL DISTRICT WASHINGTON, ANACOSTIA ANNEX  
183 SPRINGFIELD CIRCLE, SUITE 201  
WASHINGTON, DC 20373-5812

NAVMARCORESCENWASHDCINST 11103.3  
N4

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NAVMARCORESCEN WASHINGTON DC INSTRUCTION 11103.3

Subj: GOVERNMENT FURNISHED BERTHING FOR NAVAL RESERVE PERSONNEL  
PERFORMING MULTIPLE DRILLS

Ref: (a) COMNAVRESFORINST P4000.1A  
(b) EBUSOPSOFFINST 4200.1

Encl: (1) Contract Berthing Entitlement Application  
(2) Sample Letter Suspension of Berthing Privilege

1. Purpose. To provide specific guidance for government provided berthing for Naval Reservists assigned to Naval and Marine Corps Reserve Center (NMCRC), Washington, DC. Reference(a) states specific rules concerning berthing and authorizes the establishment of local policies for sign-up procedures and in-shows. The local policy is essential to manage the large number of personnel utilizing contract berthing. All personnel desiring overnight berthing will become familiar with this instruction and references (a) and (b).

2. Cancellation. NAVMARCORESCENWASHDCINST 11101.1J.

3. Background. Per reference (a), Naval Reservists who live outside a 50 mile radius of their permanent drill site are authorized government provided berthing when performing multiple drills. It does not apply to Inactive Duty Travel Training (IDTT), Annual Training (AT), Active Duty Training (ADT) or Active Duty for Special Work (ADSW). Government provided berthing is defined as adequate Bachelor Officer Quarters/Bachelor Enlisted Quarters or commercial berthing that will be provided at no personal expense to Naval Reserve personnel meeting eligibility requirements.

4. Funding. Reference (b) delineates specific Operations and Maintenance Naval Reserve funds. The Supply Department shall prepare obligation and procurement documents and maintain these files.

5. Policy

a. To obtain government contract berthing a reservist must:

(1) reside outside a 50-mile radius from the IDT drill site.

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(2) Perform IDT at drill site during use of contract berthing.

(3) Perform two scheduled four-hour drills or four scheduled four-hour drills within a 48-hour period on the day of or the day following the use of contract berthing.

b. Commercially contracted lodging will be assigned as follows:

(1) Double occupancy of like sexes. The only exception is husband and wife, both members of the Selected Reserve and drilling on the same days.

(2) Officers separate from enlisted, and senior officers (O5 and above) from junior officers (O4 and below). A unit CO will not be placed with a member of their own unit.

(3) Chief Petty Officers separate from E6 and below.

(4) When BOQ/BEQ accommodations are used, room occupancy policies will govern.

c. Joint occupancy berthing is not authorized to a spouse, family member or friend. If a member chooses to bring his/her spouse, family member or friend, entitlements to government furnished berthing is forfeited and the member is responsible for the entire bill. The only exception is if both are Reservists drilling the same dates.

d. Members who refuse double occupancy will forfeit entitlements to government provided berthing and must make their own arrangements at their expense, which will not be reimbursed.

e. If a member fails to make a request for contract berthing at least 14 days in advance, the member will be liable to make his or her own berthing arrangements and will not be reimbursed by the reserve center.

f. Contract berthing will be arranged for emergent requirements that fall within the 14 day window when verified by the Unit Commanding Officer and approved by the reserve center Executive Officer.

g. The reserve center is liable only for standard room and basic rates in BOQ/BEQ and commercial establishments. Charges incurred for any services beyond the room rate are the responsibility of the reservist. Members desiring room up-grades are responsible for the entire cost of the room, unless an



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upgrade is authorized by the Reserve Center Supply Department.

h. If a member is found to be ineligible for berthing, that member is required to reimburse the government for the cost of berthing provided. The Supply Department will notify the member in writing that he/she has 30 days from the date of notification to reimburse the government for the cost of berthing accommodations. Failure to make reimbursement within 30 days will be cause to process a Pay Adjustment Authorization (DD Form 139) to deduct the costs from the member's drill pay. If the member is in a non-pay status berthing privileges will be suspended until full restitution is made.

i. Members provided government berthing at BOQ/BEQ and commercially contracted hotels/motels shall adhere to all established policies regarding check in/check out procedures, late arrivals/departures, noise abatement, etc.

(1) Members assigned commercially contracted berthing must sign a Berthing Signature Record, provided to contractor by reserve center for every night's stay in a hotel/motel. Front desk personnel will have Berthing Signature Records available.

(2) Members are required to review room charges for accuracy prior to, or at the time of, check out.

(3) Members must return room keys at the time of check out. Charges incurred for lost keys are the responsibility of the member.

j. The reserve center will be responsible for contract berthing costs when drills cannot be completed due to inclement weather, illness, physical disqualification, or other unforeseen events. Written certification of drill(s) cancellation will be retained.

## 6. Action

### a. Reserve Center Commanding Officer.

(1) Reinforce berthing policy.

(2) Review monthly audit findings to ensure action required for reimbursement to the government is taken and unit Commanding Officers are notified of discrepancies or infractions

(3) Authorize suspensions and permanent loss of berthing privileges for members with continued infractions.

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(4) Ensure corrective action is taken in the event of "no-show" personnel.

(5) Ensure administrative and disciplinary actions are taken when ineligible members refuse to reimburse the government for charges incurred.

b. Unit Commanding Officer.

(1) Ensure personnel who live more than 50 miles from the LTL site have a current Contract Berthing Entitlement Application on file in the Supply department.

(2) Ensure unit berthing coordinators make the appropriate arrangements.

(3) Confirm emergent requirement when request is made within the 14 day window with reserve center Executive Officer.

c. Reserve Center Supply Department.

(1) Maintain a master file of personnel eligible for government provided berthing.

(2) Validate individual berthing eligibility upon affiliation.

(3) Notify reservists of confirmed reservations no later than 14 days prior to need of contract berthing.

(4) Make and modify reservations.

(5) Perform monthly berthing audits to verify reservist's eligibility for contract berthing.

(6) Notify reservists of berthing abuses and debts owed to the government. BOQ/BEQ's have the option to use a Pay Adjustment Authorization (DD Form 139) to deduct debts owed directly from the members drill pay.

(7) Notify Commanding Officer/Officer-In-Charge of unit personnel abusing contract berthing and administrative actions taken.

(8) Collect reimbursements in the form of postal or bank money order from personnel when ineligibility is discovered after-the-fact during an audit. Upon acceptance of money order, prepare and submit Voucher of Collection/Disbursement (NC Form 2277) and forward to Defense Finance and Accounting System (DFAS) Cleveland for processing.



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(9) Prepare and submit Pay Adjustment Authorizations, (DD Form 139) and Page 13 entries for ineligible personnel who do not voluntarily reimburse the government within 30 days of notification.

(10) Maintain telephone watch during drill weekends and after hours for responding to reservist issues and emergencies.

d. Reservist.

(1) Upon affiliation or relocation of residence, complete a new Contract Berthing Entitlement Application (enclosure 1). The contract must be on file with the Reserve Center Supply Department. The contract on file verifies the eligibility and documents the member's acknowledgement of berthing policies.

(2) Make a reservation request via email, hand carry or fax, 14 days before first night of stay. Reservation requests can be made up to a year in advance.

(3) Cancel or modify the reservation no later than 24 hours before requested berthing begins.

(4) Sign the Berthing Signature Record for each day's stay in contracted berthing.

(5) Contact Supply department personnel when experiencing problems. Only Supply Department personnel are authorized to make changes or modifications to accommodations with contractors.

(6) The individual reservist remains accountable when the berthing coordinator does not follow procedures.

6. Abuse of Privilege. Individuals who fail to follow required policies and procedures of this instruction will be subject to permanent loss of berthing privileges.

a. There are several types of abuse of contract berthing privileges:

1. Failure to make a request for berthing 14 days in advance.

2. Failure to perform the prescribed number of drill periods subsequent to overnight berthing.

3. Failure to cancel a request when berthing is no longer needed (no show).

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b. Requests for berthing within the 14 day window will not be accepted unless verified as an emergent requirement by the unit Commanding Officer or Executive Officer with the reserve center Executive Officer.

c. When the prescribed number of drills has not been accomplished, or a request is not cancelled when berthing is not needed, the reservist will be responsible for the cost of the berthing. Additionally, the following administrative actions will be taken:

1. First Offense - Verbal or Written Warning

2. Second Offense - A letter, enclosure (2), to member, stating the loss of berthing privileges for 6 months

3. Third Offense - A letter, enclosure (2), to member, stating the loss of berthing privileges for 9 months

7. Audit Procedures. Audits of all berthing records will be conducted monthly to identify discrepancies. Drill pay records and berthing signature records will be utilized to conduct these audits. The audit will be submitted to the Supply Department Head who will notify unit Commanding Officers of discrepancies for clarification.



M. F. GLEASON

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CONTRACT BERTHING  
ENTITLEMENT APPLICATION

Privacy Act Statement: The information requested in the form is used to obtain berthing for the applicant. Understand it is voluntary, however, failure to provide the requested information will result in disapproval of this application. All information voluntarily provided is subject to the Privacy Act of 1974.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Rank/Rate: \_\_\_\_\_ Sex: \_\_\_\_\_ SSN: \_\_\_\_\_

Residence: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location of drill site: \_\_\_\_\_

Reserve Unit and UIC: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

My signature below certifies that I have read, understand, and agree by all provisions of the above instruction concerning use of contract berthing. I further acknowledge that I reside outside of a 50-mile radius from my drill site.

I am fully aware that a 14 DAY NOTICE must be given to the Supply Department and that I must perform two drills on the day of or the day following the use of contract berthing. To cancel a hotel reservation, I must call the reserve center supply department no later than the first day the berthing was requested.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(RESERVIST'S SIGNATURE)

I have reviewed NMCRCWASHDCINST 11103.3 and COMNAVRESFOR P4000.1A with the above named individual.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(SUPPLY DEPARTMENT REPRESENTATIVE)

REMINDER: EMAIL/HAND CARRY/FAX BERTHING

REQUESTS 14 DAYS IN ADVANCE

Enclosure (1)



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11101

Ser

Date: \_\_\_\_\_

From: Commanding Officer, Naval and Marine Corps Reserve Center  
Washington

To: \_\_\_\_\_ RUIC: \_\_\_\_\_

Via: Commanding Officer, \_\_\_\_\_ RUIC: \_\_\_\_\_

Subj: SUSPENSION OF CONTRACT BERTHING PRIVILEGE

Ref: (a) NMCRCWASHDCINST 11103.3

1. Your use of government furnished contract berthing is suspended for six (6) months from \_\_\_\_\_ to \_\_\_\_\_ due to your failure to follow required procedures outlined in reference (a). Any further abuse of this privilege will result in loss of berthing privileges for six months.

2. A copy of this letter will remain in the Reserve Center's Supply Office contract berthing files.

\_\_\_\_\_  
NMCRC W SIGNATURE

\_\_\_\_\_  
Date \_\_\_\_\_

From: \_\_\_\_\_ RUIC: \_\_\_\_\_

To: Commanding Officer, Naval and Marine Corps Reserve Center  
Washington

Via: Commanding Officer, \_\_\_\_\_ RUIC: \_\_\_\_\_

Subj: ACKNOWLEDGMENT OF RECEIPT

1. I acknowledge receipt of the above suspension letter.

\_\_\_\_\_  
MEMBER'S SIGNATURE